



**Job Title:** Technician – TV and Video

### **Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:** Nonexempt  
**Reports to:** Appropriate Supervisor or Designee  
**Supervises:** Appropriate Staff as required  
**Pay Grade:** Professional – 13

APPROVED  
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT  
VERIFIED BY RECORDING SECRETARY

### **JOB SUMMARY**

The purpose of this position is to deploy and maintain all TV and video equipment in schools or offices to achieve the District's mission and strategic aims.

### **ESSENTIAL JOB FUNCTIONS**

- Works with appropriate District personnel to ensure the effective integration of administrative and instructional systems.
- Maintains TV and video equipment for accessing instructional material and building collaboration across environments.
- Sets up, maintains, troubleshoots, and operates live streaming and live broadcast equipment for board meetings and other staff meetings
- Assists principals, technology contacts, and teachers in assessing their TV and video needs and provide direction or resources to meet those needs.
- Records and edits staff presentations.
- Develops service support school-procedures for the efficient delivery of assigned technology services.
- Explains the instructional impact of technically complex issues to administrative, instructional, and professional personnel in non-technical terms.
- Implements and support school-wide TV and video networks throughout the District.
- Provides support for District personnel in troubleshooting problems relating to TV and video systems.
- Supports instructional computer software used in conjunction with TV, video, and audio equipment.
- Conducts researches, collaborates with colleagues, and analyzes technical and instructional problems in order to effect solutions.
- Develops service support procedures for the efficient delivery of assigned technology services.
- Communicates with vendor technical support to resolve hardware and software problems.
- Keeps supervisor informed, through proper channels, of potential problems or unusual events.
- Responds to inquiries and concerns in a timely manner.

- Disseminates information and current research to appropriate personnel.
- Keeps well informed about current trends and best practices in areas of responsibility.
- Maintains expertise in assigned areas to fulfill project goals and objectives.
- Promotes and supports professional growth for self and others.
- Develops annual personal goals and objectives consistent with and in support of District goals and priorities.
- Attends training sessions, conferences, and workshops to keep abreast of current practices and programs.
- Demonstrates initiative in the performance of assigned responsibilities.
- Prepares all required reports and maintain appropriate records.
- Demonstrates support for the School District and its goals and priorities.
- Works in a proactive and self-directed manner to plan and carry out the objectives and priorities of the department and District.
- Exhibits interpersonal skills to work as an effective team member.
- Follows the policies and procedures of the Information Technology Department and all School Board policies, rules, and regulations.
- Performs other duties as assigned.

### **MINIMUM REQUIREMENTS**

- Bachelor's Degree from an accredited educational institution in Communication Arts, Broadcasting, Journalism, Instructional Technology, or related field.
- Minimum of two (2) years of successful experience in dealing with technology support in schools and offices.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to display knowledge of operation, maintenance, and use of video cameras, recorders, editing equipment, and a variety of associated audio and visual equipment.
- Requires the ability in editing techniques, set construction, and production techniques.
- Requires the ability to display knowledge of writing and producing television programs.
- Requires the ability to organize and prioritize activities.
- Requires the ability to communicate effectively, both orally and in writing.
- Requires the ability to display skill in use of a variety of audio and video equipment.
- Requires the ability to use computers and highly technical computer applications.
- Requires the ability to use or repair small/light equipment, such as power tools.
- Requires the ability to repair, develop, or install telecommunications systems and computer hardware or network systems.

### **PHYSICAL DEMANDS**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: climbing, crawling, crouching, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, stooping, talking, visual acuity, and walking.

**WORKING CONDITIONS**

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

**Date of Board Approval: June 20, 2017, effective July 1, 2017**

**Date of Revision:**